



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Final Town Council

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Tuesday, September 9, 2014

7:00 PM

Council Chambers

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### I. Roll Call of Members.

**Present:** 6 - Donna Chapman, Thomas Gleason, Roy Moore, Bob Muir, David Nadeau and Dennis Welch

**Absent:** 1 - Matthew Noel

### II. Pledge of Allegiance.

Chairman Gleason led the assembly in the Pledge of Allegiance.

### III. Minutes to be Approved:

[CD 14-310](#) To approve the minutes of August 26, 2014.

**Attachments:** [Council Meeting Minutes - August 26, 2014](#)

**A motion was made by Councilor Welch, seconded by Councilor Muir that the minutes be approved. The motion carried by the following vote.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

### IV. Public Participation.

No Public Participation.

### V. Councilors' Comments.

No Councilor Comment.

### VI. Council Correspondence.

Councilor Nadeau: He asked the Clerk who created the new program for the dogs? Linda said it was Nancy Graves down at the Fire Department. Councilor Nadeau asked Linda to thank her.

[CD 14-272](#) Town Clerk Monthly Report - July 2014

**Attachments:** [Town Clerk July Report.pdf](#)

[CD 14-276](#) Parks and Recreation July Monthly Report 2014

**Attachments:** [Monthly report July 2014](#)

[CD 14-279](#) Tax Collection Monthly Report - July 2014

**Attachments:** [Tax Collection Monthly Report - July 2014](#)

[CD 14-281](#) Planning Department Report - July 2014

**Attachments:** [07-2014 Monthly Report \(rev\)](#)

[CD 14-285](#) Public Works Monthly Report - July 2014

**Attachments:** [Public Works July Report](#)

[CD 14-287](#) Planning Board Agenda - August 25, 2014

**Attachments:** [Planning Board Agenda - August 25, 2014](#)

[CD 14-294](#) Thank you letter from The Opportunity Alliance

**Attachments:** [Letter of Thanks for 2014-2015 Funding](#)

[CD 14-295](#) County Commissioners' Meeting Minutes

**Attachments:** [7-14-14 Commissioners' Minutes](#)

[CD 14-297](#) Windham Neighbors Helping Neighbors - Thank you

**Attachments:** [Thank you card - FY15 Agency Funding](#)

[CD 14-306](#) Check It Out - Windham Public Library Newsletter

**Attachments:** [Check It Out - Sept 2014](#)

[CD 14-308](#) Windham Public Library Monthly Report - July 2014

**Attachments:** [Public Library Monthly Report - July 2014](#)

[CD 14-309](#) Social Services Monthly Report - July 2014

**Attachments:** [Social Services Report - July 2014](#)

[CD 14-311](#) Statement from resident regarding fireworks

**Attachments:** [Statement from resident regarding fireworks](#)

[CD 14-312](#) Junkyard license renewal inspection report

**Attachments:** [Auto Salvage Yard Memo.pdf](#)

[CD 14-313](#) Assessor Monthly Report - July 2014

**Attachments:** [Assessor Monthly Report - July 2014](#)

[CD 14-314](#) Maine Development Foundation letter regarding contribution

**Attachments:** [MDF letter regarding contribution](#)

[CD 14-317](#) Windham Fire-Rescue July Performance & Activity Report

**Attachments:** [7-July 2014 Report](#)

[July Activity Report](#)

## VII. Town Manager's Report.

[CD 14-315](#) Town Manager's Report

**Attachments:** [Town Manager's Report 20140905](#)

Phyllis Moss: Reported that Tony had provided his report to the Council last week, and as you asked the leadership team to add more information to their reports, he too addressed the measures of success for the Manager's Office. Phyllis said the performance evaluations for July were at 86%, which is very good. They did have one that was completed 43 days after the due date, and they do try to get them all done within 30 days. She said the leadership team has been on-board with this, and it is a nice development, and the employees seem to appreciate it.

They received an e-mail from Ben Smith that the town has contracted with Critical Insights to conduct a town-wide survey of residents on issues related to the Comp Plan. They started recruiting residents for the focus groups awhile ago, and the plan is to start the group meetings at the town office on September 17th.

Last week our Assessor David Sawyer received the Assessor of the Year award, and she noted that it was also put into our Employee News Letter.

## VIII. Committee Reports.

### A. Council Subcommittees.

#### 1. Appointments Committee.

Councilor Chapman: Reported that they interviewed for the Library Board of Trustees that evening, and they will be appointing Bruce Raeburn at the next meeting.

#### 2. Finance Committee.

Councilor Nadeau: Reported that he has scheduled a meeting next Tuesday, September 16 at 6:00. They will talk about a strategic plan and financial plan. He would like to have a packet put together for new Councilors to look at that will explain about the finance meetings.

### B. Other Committees.

1. Land Use Ordinance Committee.

Councilor Nadeau: He reported that tomorrow morning at 8:00 they will meet possibly for the last time, on cluster subdivision, then start on the 21st Century Downtown Plan.

2. Public Easement Advisory Committee/Roads Policy Task Force.

Councilor Nadeau: Reported that roads have been inspected, and they are working on letters to go out, but with people's vacations it is taking a little longer to get some of the letters out. This week a letter will go out to Old County Road. They received a letter last year, but they never did anything, so they will meet with them to see what their plans are. There was an argument about the road being public and private but it proves that the section in question is private. they will look at that and if nothing becomes of it, it will most likely come back to the Council before winter.

3. Windham Economic Development Corporation

Councilor Moore: Nothing to report.

4. Wastewater Management Planning Advisory Committee.

Councilor Nadeau: Reported that they met last week on finalizing the feed back to the Council.

## IX. PUBLIC HEARINGS.

## X. CONSENT AGENDA.

[14-350](#) To find that the requirements of 28-A MRSA §653 have been met and to approve an application submitted by Lake Region Eagles Aerie 4352 for a renewal liquor license.

**Attachments:** [CoverSheet 14-350](#)  
[Lake Region Eagles Renewal Liquor License Application](#)

[14-351](#) To approve an application submitted by the Lake Region Eagles Aerie 4352 for a renewal special amusement permit.

**Attachments:** [CoverSheet 14-351](#)  
[Lake Region Eagles Special Amusement Permit Application](#)

**A motion was made by Councilor Welch, seconded by Councilor Muir that the Consent Agenda be approved. The motion carried by the following vote.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

## XI. UNFINISHED BUSINESS & GENERAL ORDERS.

[14-341](#) To refer proposed amendments to the Land Use Ordinance, Chapter

140 reducing minimum lot sizes in the Retirement Community and Care Facility Overlay District from 5 acres to 200,000 square feet to the Planning Board for review and recommendation.

**Attachments:** [CoverSheet 14-341](#)

[Retirement Community and Care Facility Overlay District - LUOC Minutes and Staff Review](#)  
[Retirement Community and Care Facility Overlay District Chapter 140 Amendments Relative to Retirement Community and Care Facility Overlay District](#)

**A motion was made by Councilor Nadeau, seconded by Councilor Welch that the order be approved to refer the proposed amendments to the LUOC. The motion carried by the following vote.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

[14-346](#)

To enter into executive session in accordance with Title 1 M.R.S.A. §405(6)(A) for “discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency” to discuss the assessor’s and town clerk’s salaries and other compensation.

**Attachments:** [CoverSheet 14-346](#)

**A motion was made by Councilor Muir, seconded by Councilor Chapman to go into executive session.**

**Vote 6-0 at 7:15 p.m.**

**A motion was made by Councilor Muir, seconded by Councilor Welch to come out of executive session. The motion carried by the following vote at 7:50 p.m.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

[14-274](#)

To set the salary of the assessor, and to take any other necessary action related thereto.

**Attachments:** [CoverSheet 14-274](#)

**A motion was made by Councilor Muir, seconded by Councilor Welch to set the salary of the Assessor at a 2.59% increase.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

[14-332](#) To set the salary of the town clerk and to take any other necessary action related thereto.

**Attachments:** [CoverSheet 14-332](#)

**A motion was made by Councilor Muir, seconded by Councilor Welch to set the Town Clerk's salary with a 2.5% increase. The motion carried by the following vote.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

## XII. Discussion Items.

[CD 14-293](#) To update the Council on progress for the installation of holiday lights.

[CD 14-304](#) To update the Council on general assistance.

**Attachments:** [Town attorney email regarding General Assistance](#)  
[General Assistance Disclaimer \(draft\)](#)

## XIII. Agendas & Scheduling.

[CD 14-319](#) Agenda Items Report

**Attachments:** [Agenda Items Report 20140905](#)

Have an update on the new software implementation for Code and Public Works

Have an update on the status of the leftover funding for the Library to get them back open on Saturdays.

Fireworks discussion.

Have a presentation and the steps to take to help for the drug and alcohol preventing "Be the Influence."

General Assistance policy change for 9/23

## XIV. ADJOURN.

**A motion was made by Councilor Muir, seconded by Councilor Chapman to adjourn. The motion carried by the following vote.**

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

Respectfully submitted,

Linda S. Morrell  
Town Clerk, CCM